

Expenses policy

1. About this policy

- 1.1 This policy deals with claims for reimbursement of expenses, including travel, accommodation and hospitality.
- 1.2 [This policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.
- 1.4 All managers have a specific responsibility to operate within the boundaries of this policy, to ensure that all staff understand the procedure they are required to follow and to take action when behaviour falls below its requirements.

2. Reimbursement of expenses

- 2.1 We will reimburse expenses properly incurred in accordance with this policy. Any attempt to claim expenses fraudulently or in breach of this policy may result in disciplinary action.
- 2.2 Expenses will only be reimbursed if they are:
 - (a) submitted to your line manager on the appropriate claim form;
 - (b) submitted within 28 days of being incurred;
 - (c) supported by relevant documents (for example, VAT receipts, tickets, and credit or debit card slips); and
 - (d) authorised in advance where required.
- 2.3 Claims for authorised expenses submitted in accordance with this policy will be paid directly into your bank/building society account via payroll.
- 2.4 Any questions about the reimbursement of expenses should be put to your line manager before you incur the relevant costs.

3. Travel expenses

- 3.1 We will reimburse the reasonable cost of necessary travel in connection with our business. The most economic means of travel should be chosen if practicable. The following are not treated as travel in connection with our business:

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- (a) travel between your home and usual place of work;
- (b) travel which is mainly for your own purposes; and
- (c) travel which, while undertaken on our behalf, is similar or equivalent to travel between your home and your usual place of work.

3.2 Trains. We will reimburse the cost of standard class travel on submission of a receipt with an expenses claim form.

3.3 Taxis. We do not expect you to take a taxi when there is public transport available, unless it is cost effective due to a significant saving of journey time or the number of staff travelling together. A receipt should be obtained for submission with an expenses claim form.

3.4 Car. Where it is cost effective for you to use your car for business travel, and you have been authorised to do so, you can claim a mileage allowance on proof of mileage. Details of the current mileage rates can be obtained from the Human Resources Department. You can also claim for any necessary parking costs which must be supported by a receipt or the display ticket.

3.5 Air travel. If you are required to travel by plane in the course of your duties you should discuss travel arrangements with your line manager in advance.

3.6 We will not reimburse penalty fares or fines for parking or driving offences, other than at our discretion in exceptional circumstances.

4. Accommodation and other overnight expenses

4.1 If you are required to stay away overnight in the course of your duties you should discuss accommodation arrangements with your line manager in advance. Accommodation will usually be subject to an upper limit per night of £100.00 (London) or £50.00 (outside London).

4.2 We will reimburse your reasonable out-of-pocket expenses for overnight stays provided they are supported by receipts as follows:

- (a) lunch and an evening meal **including non-alcoholic drinks** up to £4.00 a day for lunch, £15.00 a day for an evening meal or, where both are incurred on the same day, an overall maximum of **£19**; and

5. Entertaining clients

5.1 You may entertain actual or prospective clients only where your proposal and an appropriate budget has been agreed in writing in advance with your line manager. Receipts must be submitted in full with your expenses claim.

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5.2 You must also ensure that the provision of any such hospitality in the circumstances complies with our Anti-Corruption and Bribery Policy.

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